

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 25, 2017

Closing Date: October 2, 2017

Administrative Specialist I (Pay Grade 7

Civil Division

**Department of Natural Resources and Environmental Control (“DNREC”) Unit
New Castle County**

Job Responsibilities and Duties: This Administrative Specialist I provides secretarial support to Deputy Attorneys General and a Paralegal in the Civil Division, who provide legal representation to all Divisions of the Department of Natural Resources and Environmental Control (“DNREC”) with a high volume of interaction with that Agency client. While this position is located in New Castle County, this position is also expected to support Deputy Attorneys General in Kent County. Being physically present and working in the Kent County office is required on a weekly basis.

This administrative secretarial position is required to prepare legal correspondence and put documents such as pleadings, briefs and motions in proper format in preparation for filing with various courts or agencies, coordinate exhibits for court/administrative tribunals, scan documents, file, process incoming mail, answer telephones and other tasks as assigned to assist the Deputy Attorneys General. This secretary in this position will coordinate meetings, depositions, arbitration hearings and other important dates for the Deputy Attorneys General.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Office Word, Excel, Access, PowerPoint and Outlook. Knowledge of LexisNexis and Westlaw is a plus. Must possess excellent spelling, grammar and proofreading skills. Strong interpersonal skills are desired as often this position assists the Paralegal in acting as liaison with the Agency client and its personnel. Must be able to take accurate phone messages; serving as a point of contact for members of the public and DNREC.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.